**NOTE TAKING FOR RESEARCH RUBRIC**

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| **OVERALL ASSESSMENT** | **INSUFFICIENT EVIDENCE** | **BEGINNING** | **DEVELOPING** | **APPLYING** | **EXTENDING** |
| **Keywords / Abbreviations / Symbols / Phrases / Paraphrasing … vs. Copying** |  | Notes copied directly from the source | Notes mostly copied from the source. Some evidence of keywords / phrases / paraphrasing / symbols / abbreviations… in student’s words | Notes mostly recorded as keywords / phrases /paraphrasing / symbols / abbreviations…. in student’s words | Notes are recorded as keywords / phrases / paraphrasing / symbols / abbreviations in student’s words |
| **Relevance** |  | Notes are not related to the topic, little evidence of main ideas, no details / definitions / facts / explanations | Some notes relate to the topic, but many do not, few main ideas / details / definitions / facts / explanations. | Notes mostly relate to the topic, some main ideas / details / definitions / facts / explanations. | Notes relate to the topic and show the main ideas, and enough details / definitions / facts / explanations |
| **Organization** |  | No evidence of notes that are organized / clear | Some evidence that notes are organized with logic / clarity | Most notes are organized with some logic / clarity | All notes are organized logically / clearly / effectively |
| **Quantity** |  | Not enough notes taken to create the product, OR excessive notes are taken, creating an ineffective product | Nearly enough notes taken to create the product | Enough notes taken to create the product | Enough notes taken to get all relevant key data, and notes not excessive, creating an effective product |

**WRITTEN FEEDBACK**

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| **AREA OF STRENGTH** | **SUGGESTION FOR GROWTH** |
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Adapted by Van Tech library Nov2022